**Wood Street Mission Christmas Project 2018**

**Guidelines for Support Workers**

**The closing date for referrals is Friday 16th November 2018**

* The Basics project for clothing, bedding, baby equipment and used toys will close Thursday 22nd November 2018 and will reopen February 2019.
* We are a small, locally supported charity. Please only refer families living in Manchester and Salford who are in need and are struggling to provide toys for their children this Christmas.
* We cannot help families living in the other boroughs of Greater Manchester, e.g. Trafford, Tameside, etc.
* Each family will receive a quality brand new toy for each child up to the age of 14 and extras subject to the donations we receive. Please advise the family of this when completing their referral so they know what to expect.
* Please encourage families to **book an appointment** to attend themselves so that they can choose their Children’s Toys / Gifts.

Families must have an up to date referral registered with Wood Street Mission that is valid until at least the end of December 2018. Please use the attached **Client collect Christmas referral form 2018** this will update the families details and register them for Christmas.

**Appointments for families will be staggered between Monday 3rd – Friday 14th December 2018 between 9.30 -12.30 each day**.

* You should complete all sections of the form including full address details with post codes and each Childs Date of Birth .
* If you wish to collect for the family please use the attached **Worker collect Christmas referral form 2018.** Support Workers will be contacted regarding collection of parcels. Do not send lists of your families as we cannot process these. **We cannot process referrals without the dates of birth of all the children who require our help.**